



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
DIVISION OF VOCATIONAL REHABILITATION  
**NECESSARY CRITERIA CHECKLIST - NEW SESPS ONLY**

**If your agency is submitting an application to become a NEW supported employment service provider with MDVR, these items are needed.**

- Items shown under section “XIII. SESP Fee Schedule.” (page 17 of Agreement )
- Federal tax ID
- Program Description(s) and Outline(s)
- Signed MDVR/SESP Agreement (page 24 of Agreement)
- MDVR CRP/SESP Cost Analysis to determine rates for assessment, job development, individual and/or group services.
- Letter from your long-term support funding source.
- Copy of CARF survey, or  
Letter stating your agency’s intent to apply for CARF in the program area of community employment services within one year of a signed contract **IF** there is not an existing supported employment provider meeting the needs of that area.
- Copy of your agency’s not for profit certification.
- Copy of your agency’s affirmative action plan.
- Copy of your agency’s civil rights compliance form.
- Copy of your agency’s last audit.
- A letter confirming that your agency has signed at least one vocational staff member up for the University of Missouri’s RCEP Employment Specialist Training, or other similar training, and that consultation has been made with other similar supported employment service providers.